VERSION DESCRIPTION DOCUMENT

FOR THE

NASA PERSONNEL/PAYROLL SYSTEM

Software Release

11.0.2

UNITeS Contract

Date: November 1, 2004

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, Alabama   35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 11.0.2**

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UNITeS, Contract NNM04AA02C

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 11.0.2**

Approved by

	11/01/04
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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
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APPENDICES

1. INTRODUCTION

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1 IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number – Software Release 11.0.2

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3 SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 11.0.2, including the following:

- Changes implemented since the last release

- References to other documents affected by this release

- Changes to application files and data formats

- Detailed software installation procedures

- Validation procedures to ensure the reliability of the software changes.

1.4   CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

> Telephone: (256) 544-1485
>
> E-Mail: Rhett.Leak@msfc.nasa.gov
>
> FAX: (256) 544-1836

2. FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1 FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

2.2 FUNCTIONAL INTERFACES

Not Applicable

2.3 CRITICAL ISSUES

Not Applicable

2.4 AFFECTED DOCUMENTS

The following document will be affected by this release:

SRS Appendix G

2.5 APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3. <u>TECHNICAL INFORMATION</u>

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3.1 TECHNICAL SYSTEM INTERFACES

Not Applicable

3.2 DATA DICTIONARY CHANGES

The data dictionary changes are detailed in Appendix D, Installation Instructions. There were no changes for this release.

3.3 SOFTWARE OBJECT CHANGES

Modified software objects are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4 DATABASE ADMINISTRATION

The specific database administration activities for NPPS 11.0.2 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 11.0.2 are included in the Introduction of Appendix D, Installation Instructions.

3.4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4.3 Storage Considerations

Not Applicable

3. 4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3.5   OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

4.   <u>OTHER / KNOWN PROBLEMS</u>

No known problems.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SRS	System Requirement Specifications
VDD	Version Description Document

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C

FUNCTIONAL CHANGE VALIDATION PROCEDURES

VALIDATION PROCEDURES
SOFTWARE RELEASE 11.0.2
PERSONNEL & PAYROLL

1. **20040085**

   A. **Purpose:** Modify the retirement card software by:

   1) Adding a selection sequence option to report in name (last name, first name) or SSN order.

   2) Changing the starting date to calendar year 1998.

   3) Eliminating personnel information prior to an employee election to change from CSRS to FERS.

   4) Removing NOAC's 930, 931, and 932 from the report / card.

   5) Removing extra blank page, and page numbering.

   6) Removing extra pay information detail for prior calendar year.

   B. **Test Procedure**:

   1) Run the old retirement card software using options:

       (a) Option 2 - Active employees – SSN Sequence

       (b) Option 2 - Active employees – Name Sequence

   2) Run the new retirement card software using options

       (a) Option 2 - Active employees – SSN Sequence

       (b) Option 2 - Active employees – Name Sequence

   C. **Validation**:

   1) Verify that the cards are reported in alphabetical name sequence.

   2) Verify that the data reported reflects and includes personnel transaction information from the calendar year of 1998.

   3) Verify that as of the date of the employee election to change from CSRS to FERS, the personnel information prior to the same is no longer reported.

   4) Verify that no information is reported for NOAC's 930, 931, and 932.

   5) Verify that extra blank page is removed, and page numbering is correct.

   6) Verify that extra pay information detail for prior calendar year is removed.

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 11.0.2

The purpose of this release is to implement the changes allocated to Software Release 11.0.2 described below.

SOFTWARE RELEASE 11.0.2

RC 1620s IMPLEMENTED

CCR	Description
20040083	INSADJ Screen Retrieval from History (ER Rerelease)
20040085	Retirement Cards in Name Sequence

***** RECORD COUNT = 02

DR 1620s IMPLEMENTED

CCR	Description
20040084	HISTMAIN Screen 8 GRADE Field (ER Rerelease)

***** RECORD COUNT = 01

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 11.0.2

Introduction

Release Date – November 1, 2004

Release Inventory:

Dataset Names -

    The following dataset is located on the transient storage DASD volumes under the following dataset name:

    MSMOV.NPPS.R1102.R1104.SRC

Physical media:

    VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

    Telephone: (256) 544-1485
    E-Mail: Rhett.Leak@msfc.nasa.gov
    Fax: (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

```
 1.0 Backup Existing Data
 2.0 Copy Source/Object Code
 3.0 Pre-Predict Data Conversion
 4.0 Install Predict
 5.0 Install Data Glossary
 6.0 Catalog Source Code
 7.0 Post-Predict Data Conversion
 8.0 JCL/BJS/Xerox Modifications
 9.0 Special Instructions
10.0 Installation Checklist
```

1.0   BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0   COPY SOURCE

2.1   Copy Source Modules

When installing Software Release 11.0.2, load the NPPS new and modified programs from dataset MSMOV.NPPS.R1102.R1104.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Copycode	0
Maps	2
Helproutines	0
Subroutines	0
Subprograms	0
Local/Param Data Areas	0
Programs	6
Text	0
Process	0
Miscellaneous Objects	0
==============================	
Total Programming Objects	8
Total Views Unloaded	0
Total Objects Read	8
Total Object Unloaded	8

2.2   List of Source Code Modifications

The following is a list of all modules that were changed for the Software Release 11.0.2.

Not applicable

2.3   List of Source Code Additions

The following is a list of all modules that were created for the Software Release 11.0.2

MODULE	Description
NAB513	SF 2806 - CSRS INDIVIDUAL RETIREMENT RECORD
NAB514	SF 3100 - FERS INDIVIDUAL RETIREMENT RECORD
NAM513	Parameter selection screen for CSRS processing
NAM514	Parameter selection screen for FERS processing
NAO513P	Program for parameter selection of CSRS processing
NAO514P	Program for parameter selection of FERS processing
NEOC001	History Maintenance (HISTMAIN) Screen
NAO1262	Employee Insurance Adjustments (INSADJ) Screen

RELEASE PROGRAMS (NEW) ==> 08

2.4   List of Source Code Deletions

Not applicable

3.0   PRE-PREDICT DATA CONVERSION

Not applicable

4.0   INSTALL PREDICT

4.1   Data Dictionary Changes

Not applicable

4.1.1   Inventory of Objects

Not applicable

4.1.2   Storage Considerations

Not applicable

4.1.3   Physical File Changes

Not applicable

5.0   INSTALL DATA GLOSSARY

Not applicable

6.0   CATALOG SOURCE CODE

When installing Software Release 11.0.2, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

7.0   POST-PREDICT DATA CONVERSION

Not applicable

8.0   JCL/BJS/Xerox MODIFICATIONS

JCL/BJS/Xerox

The default sequence for the retirement cards is SSN sequence. This default can be changed to Name sequence at the discretion of CPO. To change the default sequence, do the following from the NPPS Main Menu:

1. Select option 3 - APPLICATION ADMINISTRATION
2. Select option 2 - MAINTENANCE UTILITIES
3. Select option 2 - BATCH JOB MAINTENANCE
4. Select option 4 - JOB DIRECTORY
5. Select option 6 - ADD DEFAULT PARMS TO JOB DIRECTORY
6. Enter the name of the JCL Job, and OCURRANCE "2".
7. Enter one of the below values in Column 1, to change the default report option:
   "1" – For PRINT ONLY SEPARATING EMPLOYEES
   "2" – For PRINT ALL EMPLOYEE CARDS
   "3" – For PRINT SELECTED EMPLOYEE CARD
8. In step 7, if the default reporting option was set to "2", then a default sort sequence selection can be added. Enter one of the below values in Column 32, to change the default sort sequence:
   "Y" – For printing cards in Name sequence
   " " (blank) – For printing cards in SSN sequence.

9.0   SPECIAL INSTRUCTIONS

9.1   Update NPPS Release Number

The following process will update the NPPS software numbers:
1. Execute program TOOLVRSN from the Natural Command line.
2. When installing Software Release 11.0.2, enter "11.0.2" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

10.0   INSTALLATION CHECKLIST

1.0 Backup Existing Data
2.0 Copy Source/Object Code
6.0 Catalog Source Code
8.0 JCL/BJS/Xerox MODIFICATIONS
9.0 Special Instructions